



**Planning and Zoning Commission  
February 6, 2019 Meeting  
Staff Report**

**DATE:** January 17, 2019  
**TO:** Planning and Zoning Commission Members  
**FROM:** Gretchen Coperine, AICP, Senior Planner

**SUBJECT: Text Amendment – TA-2019-02 Article 6, Subdivision Regulations, Section 6.1 General Standards** – Public Hearing to consider a text amendment to Section 6.1, Table 6-1.1 of the Unified Development Ordinance (UDO) to amend the time limit for processing development review applications. The standards have been incorporated into a separate document from the UDO, titled Development Guidebook: Commercial and Residential Land Development.

<b>A. Actions Requested by Planning and Zoning Commission Members</b>
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1. Hold Public Hearing
2. Consider Resolution to Adopt a Statement of Consistency for TA-2019-02
3. Consider motion to recommend approval of proposed text amendments by City Council

<b>B. Decision and Required Votes to Pass Requested Action</b>
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Article 3.8 of the UDO addresses the procedures for processing amendments to the text of the ordinance. Per Section 3.8.2, *“Any person, board, department, or commission may apply for a change in zoning ordinance text”*. The proposed text amendment was initiated by the Planning Department.

Per Sections 3.8.3.2 and 3.8.3.3 of the UDO, a majority vote of the Planning and Zoning Commission is required to recommend approval of a text amendment. A recommendation to approve is then forwarded to City Council who shall, either approve or deny the text amendment by a majority vote.

<b>C. Background</b>
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Staff is proposing to amend Article 6.1 by deleting Table 6-1.1, which includes the designated city official/department and time limits for processing subdivision plans. This information will be incorporated in the following document: Development Guidebook: Commercial and Residential

Land Development. This guidebook will include requirements for the submission, review and approval of all land development proposals in the city.

#### **D. Fiscal Considerations**

None.

#### **E. Policy Issues**

The proposed text amendment to the UDO is **attached** as **additions and deletions**:

#### **F. Legal Issues**

None

#### **G. Alternative Courses of Action and Staff Recommendation**

The Planning and Zoning Commission may choose to recommend approval or denial of the text amendment as presented. The Commission may also add, delete, or change any of the language as proposed.

Based on the foregoing analysis, staff recommends **approval** of the proposed text amendments to **Section 6.1, Table 6-1.1** of the Unified Development Ordinance.

#### **The following actions are required to recommend approval of TA 2019-02**

1. Consider Resolution to Adopt a Statement of Consistency for TA 2019-02
2. Consider motion to recommend approval of proposed text amendments by City Council.

#### **The following actions are required to recommend denial of TA 2019-02**

1. Consider Resolution to not Adopt a Statement of Consistency for TA 2019-02
2. Consider motion to recommend denial of proposed text amendments by City Council.

#### **H. Attachments**

1. Application for Text Amendment to the Unified Development Ordinance
2. Proposed UDO changes
3. Newspaper Advertisement Notification
4. Resolution to Adopt a Statement of Consistency

#### **I. Issue Reviewed By:**

City Manager  
City Attorney  
City Engineer  
Planning Director